

**FAIRFIELD SOIL AND WATER CONSERVATION DISTRICT  
REGULAR BOARD OF SUPERVISORS MEETING MINUTES**

**Date:** February 14, 2019

**Location:** 831 College Ave., Suite B, Lancaster, Ohio

**Board of Supervisors in attendance:** Mark Boving, Linda Claypool, Wendy LaRue, Matt Reese, Tim White

**District Staff:** Nikki Drake, Jonathan Ferbrache, Chris Holt, Tommy Springer

**NRCS Staff:** Dave Libben, Brice Shaw

**Others:** Jon Kochis, Fairfield County EMA

Meeting called to order at 4:57 p.m. by Chair Mark Boving.

**Approval of minutes of January 10, 2019, Board Meeting**

Motion: Matt    Second: Linda    All in favor

**Approval of financial report for January 1 - 31, 2019**

Motion: Tim    Second: Matt    All in favor

RECEIPTS

200 flags sold	20.00	Dist. Fund
1 plat book sold	20.00	“ “
Ruff Farms – 2019 affiliate membership	75.00	“ “
Violet Township – DESC funds (Oct. – Dec. 2018)	3,900.00	“ “
Carrie Lott – 2019 affiliate membership	75.00	“ “
Star Ohio – interest (December)	<u>319.25</u>	“ “
<b>Total Receipts District Fund</b>	<b>\$4,409.25</b>	
ODA, Soil & Water Conservation – January state match payment	\$ 12,542.00	Spec. Fund
Fairfield County Commissioners – County Appropriation (half)	<u>157,500.00</u>	“ “
<b>Total Receipts Special Fund</b>	<b>\$170,042.00</b>	

BILLS

OFSWCD – Ck#5236 – fee to submit Jim Davis for Supervisors Hall of Fame	10.00	Dist. Fund
Verizon Wireless – Ck#5237 – monthly bill (\$126.14 TSP; \$318.56 Urban DCF)	444.70	“ “
Fairfield Federal – Ck#5238 – lock box fee (1 year)	30.00	“ “
Caleb Swick – Ck#5239 – recipient of 2018 college scholarship	500.00	“ “
Lancaster Eagle-Gazette – Ck#5240 – monthly newspaper (February)	24.36	“ “
Coyote Run LLC – Ck#5241 – EPRI grant payment	13,955.50	“ “
Vinton Co. National Bank – Ck#5242 – Visa bill (chemical for Hunter’s Run Conservancy District work)	<u>19.99</u>	“ “
<b>Total Expenses District Fund</b>	<b>\$14,984.55</b>	
Salaries (1/4 & 1/18/19)	L-1 21,843.21	Spec.Fund
Health Insurance	L-13 8,570.30	“ “
Life Insurance	L-13 27.70	“ “
Medicare	L-12a 294.80	“ “
Long-Term Disability (match on employees who elect coverage)	L-13 22.90	“ “
PERS	L-11 <u>3,058.06</u>	“ “
<b>Total Salaries &amp; Benefits</b>	<b>\$33,816.97</b>	
BP America – Blanket PO#1873 – monthly fuel bills	L-2 800.00	Spec. Fund
Speedway SuperAmerica – Blanket PO#1877 – monthly fuel bills	L-2 800.00	“ “
Vinton Co. National Bank – PO#2215 – visa bill (shelving unit for kitchen)	L-3 110.68	“ “
Time Warner Cable – Blanket PO#2225 – monthly business class service	L-5 <u>629.88</u>	“ “
<b>Total Expenses Special Fund (Purchase Orders)</b>	<b>\$2,340.56</b>	

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1877	L-2	
1/14                      Monthly fuel bill		\$75.62
		<i>Current Balance \$724.38</i>
 BP America – Blanket PO#1873	L-2	
1/8                      Monthly fuel bill		\$76.57
		<i>Current Balance \$723.43</i>
 Time Warner Cable – Blanket PO#2225	L-5	
1/14                      Monthly business class service		\$104.98
		<i>Current Balance \$524.90</i>

DISTRICT FUND BALANCES AS OF 1/31/19

\$324,161.76	Total balance in District Account	
	\$158,426.69 - Balance in Star Ohio	
	\$165,735.07 - Balance in District Checking Account	
\$189,781.74	Amount to be used only for the following programs/grants/etc.:	
	\$63,298.49 - Sediment & Erosion Control Inspection Fees – RPC projects	
	(Any unused amount is returned) <b>Restricted Funds</b>	
	\$258.17 – Amount that can be used for a project utilizing the following funds:	
	\$66.36 – Mall Wetland Sign Funds <b>Assigned Funds</b>	
	\$191.81 – Land Lab Funds (Quail Unlimited donation) <b>Assigned Funds</b>	
	\$2,255.84 – Clear Creek Funds <b>Restricted Funds</b>	
	\$50,287.37 - Current Staff Liabilities (comp & vacation leave) <b>Assigned Funds</b>	
	\$73,681.87 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) <b>Assigned Funds</b>	
\$134,380.02	Total undedicated funds	

PETTY CASH

Beginning Balance \$17.74  
Ending Balance \$8.46

RECEIPTS

None

BILLS

2 newsletters returned @ \$.59/ea.	\$1.18
2 newsletters returned @ \$1.23/ea.	2.46
2 newsletters returned, 1 @ \$.59;1 @ \$1.23	1.82
1 newsletter returned	1.23
1 newsletter returned	1.23
1 newsletter returned	<u>1.36</u>
	\$9.28

SPECIAL FUND BALANCES AS OF 1/31/19:

Balance in Budgeted Appropriation Account - \$530,920.47  
Balance in Special Account – \$312,429.38 (Actual Cash)

2018/2019 STATE MATCH

Amount allocated - \$175,581.00                      Outstanding balance (to be received in 2018/2019) - \$62,705.00  
Received to date - \$112,876.00

### Special Fund Account Balances

L-1 Salaries \$302,436.79	L-10 Advertising \$5,000.00
L-2 Supplies \$8,400.00	L-11 PERS \$4,2441.94
L-3 Equipment \$14,889.32	L-12 Worker's Comp. \$4,864.00
L-4 Repair & Maintenance \$1,500.00	L-12a Unemployment \$10.00
L-5 Contract Services \$18,370.12	L-12a Medicare \$4,405.20
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance \$103,429.70
L-7 Specialized Services \$3,800.00	L-13 Life Insurance \$422.30
L-8 Scholarship \$50	L-13 Long Term Disability \$281.10
L-9 Travel Reimbursement \$7,500.00	

### Vacation, Sick & Comp Leave Balances (as of 1/18/19)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Nikki Drake	1149.95	446.2	13.01
Jonathan Ferbrache	331.2	148.7	5.26
Christina Holt	830.88	461.33	3.64
Chad Lucht	2468.76	485.65	3.51
Tommy Springer	831.84	190.20	3.76

## “Dedicated Conservation Fund”

Vinton County National Bank

#### RECEIPTS

Vinton Co. National Bank – checking account interest (December) \$ 52.56

#### BILLS

None

#### DEDICATED CONSERVATION FUND BALANCE AS OF 1/31/19:

\$247,575.79 Total Cash Balance  
 \$2,047.94 - Interest Earned  
 \$14,917.37 – GPS/GIS Service Funds from Fairfield County Utilities (Water Valve) **Assigned Funds**  
 \$8,000.00 – GPS/GIS Service Funds from Violet Township (Curb Inlets, Structures, Storm Piping Size) **Assigned Funds**  
 \$23,646.11 – Pesticide Application **Committed Funds**  
 \$82,758.70 – Engineering Program Funds **Committed Funds**  
 \$116,205.67 - Urban Program Funds **Committed Funds**

Jon Kochis, Director of Fairfield County Emergency Management Agency (EMA), was in attendance to discuss the Hunter’s Run Conservancy District (HRCDD). Jonathan introduced the SWCD board members and passed around a letter to Judge Trimmer from HRCDD and a map of the dams. Jonathan then gave some background information. Recently, the SWCD received a complaint that one of the dams that was unable to drain and has been working with EMA and Fairfield County Utilities to drain and clear the pipe. He discussed the possibility of the County providing an allocation to the SWCD to do contract work (vegetation, spraying for cattails) and/or the possibility of hiring an employee for up to three years to do maintenance work to aid HRCDD during a time of reassessment. Jon thanked the board for allowing the SWCD staff to help in this emergency situation. In the short term, the County will likely consider covering costs, with HRCDD understanding that they will need

to repay costs after doing the reassessment. HRCDC is currently looking for two new board members, and Jonathan's quick assessment is they need around \$45,000/year to catch up with vegetation maintenance from this point forward, which is an employee working 16 hrs./week.

Wendy joined the meeting at 5:13 p.m.

The liability exposure of the SWCD was discussed. Jonathan suggested that the SWCD not pursue state match on the money earmarked for HRCDC should the County consider supplementing the HRCDC maintenance activities.

**Motion to continue support for Hunter's Run Conservancy District with vegetative management**

Motion: Tim    Second: Matt    All in favor

The nominating committee for 2019 was discussed. Tim has selected John Albert to assist him and is still looking for another committee member.

Dave gave the NRCS Report. He reviewed the civil rights and responsibilities, which the Board then signed. Dave and Brice both work 8 a.m. to 4:30 p.m. Monday-Friday. There have been no new programs to manage. There was an increase in funding for EQIP. CSP is a monetary cap instead of an acre cap.

The equipment inventory list as of December 31, 2018, was reviewed.

**Approval of Equipment Inventory List, Mark signed**

Motion: Tim    Second: Wendy    All in favor

The 2019 SWCD Employment Policy was discussed. Josh Horacek at the Fairfield County Prosecutor's office had just a couple of small changes. Also, Nikki and Chris met with County Human Resources (HR) regarding the Compensation Plan that the Co. Commissioners use. This allows agencies to give up to a 3% merit increase based on performance instead of an across the board cost of living increase; however, this requires agencies to follow the county process on doing evaluations. Nikki gave HR copies of staff job descriptions, and they are looking at where current SWCD staff fall on their compensation schedule. Once we hear from HR, we will bring the information to the board to decide how to proceed.

**Approval of 2019 Employment Policy, without Compensation Plan**

Motion: Wendy    Second: Linda    All in favor

The Ohio Revised Code allows an employee to earn up to a maximum of 240 hrs. of comp time earned. The District has held that balance to 24 hrs. for many years and it seems to work. Even though the policy must state the 240 hrs., Nikki is given the authority to approve/deny comp time.

**Approval for allowing up to 24 hrs. of comp. time to be earned.**

Motion: Tim    Second: Matt    All in favor

Interviews were recently conducted for the engineering technician position. Nikki invited back one of the candidates to spend the day with her and learn more about the position. Nikki would like to offer the position to Carrie Brown, who was a former school teacher and currently works at Dawes Arboretum.

**Approval to hire Carrie Brown for the Engineering Technician position at a GS 6, Step 1, on the 2019 Pay Scale**

Motion: Tim    Second: Linda    All in favor

SWCD staff (4) have requested new desks that raise and allow more flexibility with work spaces.

**Approval of the purchase of Uplift Desks at a total cost of \$6,454**

Motion: Wendy    Second: Linda    All in favor

The OFSWCD Resolutions for the delegate session on Tuesday, February 26 of the Annual Partnership Conference were reviewed and voted on. The Board voted yes on all six. Tim will attend the session for the District and vote accordingly.

The Cooperative Working Agreement between the SWCD, NRCS & ODA was reviewed and signed by Mark.

The District has been asked by OSU Extension to sponsor a child for the Ohio Forestry Camp (Camp Canopy) at a cost of \$375.

**Approve the sponsorship of one child to Ohio Forestry Camp at a cost of \$375, donation to OSU Extension, 4-H Advisory Committee**

Motion: Wendy Second: Tim All in favor

The District is working with Cody Hacker, ODA Program Specialist, to hold an Equine Workshop on April 13<sup>th</sup>. The first part will be in-classroom from 8:30 a.m. to 2 p.m. then will move to Rita Kemmerer's farm. Most of the pollution complaints received recently have been horse farms. We would like to entice people to attend and would prefer to not charge for the book (cost is \$40/each) and lunch.

**Approval to offer the Equine Workshop at no charge to Fairfield County participants**

Motion: Matt Second: Wendy All in favor

Senator Hill will be attending the March 14 board meeting, at which time we will provide an update on Buckeye Lake.

**Motion to adjourn at 6:33 p.m.**

Motion: Wendy Second: Linda All in favor

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Mark Boving, Chair

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Wendy LaRue, Secretary

Minutes & Financial Report by:

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Christina Holt, Administrative Assistant